

STATE OF UTAH
DIVISION OF OCCUPATIONAL AND PROFESSIONAL LICENSING

**INSTRUCTIONS TO RETAKE THE
NCLEX EXAMINATION**

INSTRUCTIONS AND INFORMATION

General Statement: Upon notification of failing the NCLEX examination, you will need to submit to DOPL the “Intent to Retake the NCLEX Examination” form (attached to this application) and follow the steps outlined below:

1. NCLEX Examination Registration:

- ☐ The NCLEX registration is enclosed in the “Candidate Information Bulletin” available from your school of nursing or from the Division of Occupational and Professional Licensing. You should register to take the NCLEX examination at least two months prior to the time you wish to take the examination.
- ☐ Complete the scannable form according to the instruction using the codes supplied with the “Candidate Information Bulletin.”
- ☐ Mail the completed registration form and examination fee in the envelope provided. It is pre-addressed to NCLEX.
- ☐ If you wish to register for the examination over the phone or on-line and pay with a charge card, call 1-866-49NCLEX, or go on-line at www.vue.com/nclex.

2. NCLEX Examination Fee: \$200.00 (Mail the fee with your “Registration Form.”)

3. NCLEX Examination Eligibility and Scheduling: Before you may sit for the examination you have registered for, you must be made eligible by DOPL.

- ☐ Submit a completed “Intent to Retake the NCLEX Examination” form to DOPL.
- ☐ After you have been made eligible, you will receive an “Authorization to Test” in the mail (and through email if you have provided an email address on your registration).
- ☐ The examination will take place at Pearson Professional Centers. Appointments can be made via the web or telephone. You must have an “Authorization to Test” to schedule an appointment and take the test.

4. NCLEX Examination Results:

- ☐ Within two weeks of taking the examination DOPL will mail your results to the address listed on the examination registration form.
 - ☐ Do not call DOPL to obtain your test results. Results will be mailed to you. No results will be released over the phone.
 - ☐ If you fail the examination, you must complete another “NCLEX Registration Form,” pay the examination fee, and submit an “Intent to Retake the Examination” form to DOPL.
 - ☐ The examination can only be taken every 45 days.
5. **Issuing a License:** A license will be printed and mailed to you within three weeks of receiving a passing score.
6. **Examination Addresses and Telephone Numbers:**
- ☐ Examination Registration, 1-866-49NCLEX (Monday through Friday), 7:00 a.m. to 7:00 p.m. (CST) or on-line at www.vue.com/nclex
 - ☐ National Council of State Board of Nursing, 676 North St. Clair, Suite 550, Chicago, Illinois 60611, (312) 787-6555
7. **Obtaining Your License Number:** Do not call DOPL requesting your license number prior to receiving your printed license in the mail.
8. **Mail Complete “Intent to Re-take the NCLEX Examination” Form To:**
- By U.S. Mail**
Division of Occupational & Professional Licensing
P.O. Box 146741
Salt Lake City, Utah 84114-6741
- By Delivery or Express Mail**
Division of Occupational & Professional Licensing
160 East 300 South, 1st Floor Lobby
Salt Lake City, Utah 84111
9. **Telephone Numbers:** (801) 530-6628
- (866) ASK-DOPL – Toll-free in Utah
(866) 275-3675

Division of Occupational and Professional Licensing
160 East 300 South, P.O. Box 146741
Salt Lake City, Utah 84114-6741

INTENT TO RETAKE THE NCLEX EXAMINATION

Applicant Name: _____

Street Address: _____

City: _____ State: _____ Zip: _____

Social Security Number: _____ Date of Birth: _____

Examination for:

_____ LPN

_____ RN

I have submitted an application for licensure in Utah, and have failed the NCLEX examination at least once. I am requesting that DOPL make me eligible to retake the NCLEX examination.

Signature of Applicant: _____ Date: _____